

File 2

Elevator, Rotary wheel

Outline of Filing System at Prudential
Insurance Co., Newark, N. J., Using
ROL-DEX Filing Equipment

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1. The Prudential Insurance Company is using Rol-Dex filing equipment to house its national index of policy holders consisting of over 20 million names.
 2. This system has been in effect about 8 years.
 3. New additions to the file occur at the rate of about 50,000 per week.
 4. Double and triple deck files are used. The double deck file has a capacity of 176,000 cards and is about 12 feet long. The triple deck unit is 10 feet long and has a capacity of about 300,000 cards.
 5. The filing rate is about 100 per hour.
 6. Practically all references to this file are made by transcribing information from the cards to a form.
 7. A blue card is filed with every white card. The purpose is to check the accuracy of filing. After this is done the blue card is removed and destroyed. The error rate in filing is about 2%.
 8. The Prudential Insurance Company adopted the Rol-Dex system after considerable experimentation. They find that it saves considerable time over the previous system and reduces space requirements approximately 20%.
 9. The attached picture - 15-16G shows a portion of the national index at the Prudential Insurance Company.
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10. Many insurance companies use the same system as Prudential for their national index. Attached are 3 other pictures showing installations at:

- a. John Hancock Mutual Life Insurance Company, 15-20B,
and
- b. New York Life Insurance Company, 15-23A and 15-23B